DC DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF PROGRAM COMPLIANCE AND MONITORING
FAIR HOUSING DIVISION

Section 504 Certification Form
(Non-construction)

(Completed form to be submitted to DHCD at time of application)

The Department of Housing and Community Development (DHCD), under regulations from the U.S. Department of Housing and Urban Development (HUD), requires that each applicant for federal and/or District of Columbia funds sign the "Section 504 Certification Form" which indicates the subrecipients (authorized official for the respective organization) acceptance to:

(1) Comply with all applicable regulations,
(2) Incur all costs required for compliance with the applicable regulations,
(3) Be subject to DHCD monitoring for compliance, and
(4) Accept any applicable penalties for noncompliance.

Signature and Certification:

The undersigned certifies to DHCD that it has read and understands all of its obligations under the Section 504 requirements. The undersigned acknowledges that this certification will be relied upon by DHCD in its review and approval of proposal for funding and any misrepresentation of information or failure to comply with any conditions proposed in this certification could result in penalties, including the disbarment of Applicant for a period of time from participation in DHCD administered programs.

_____
Name of funded Program

_____
Organization Name

_____ Date _____
Agency Director Name & Signature

_____ Date _____
Program Manager Name & Signature

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq. (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

EQUAL HOUSING OPPORTUNITY

Section 504 Checklist

This form is to be used as a guide for Compliance with Section 504 of the Rehabilitation Act of 1973.

Applicant Name: _____ **Date of preparation:**_____

Address: _____ **Telephone No.**_____

1. **Program Name & Location**

Program Name: _____

Address: _____ Ward _____

Agency Director: _____ Tel.: # _____

Program Director: _____ Tel.: # _____

Management Co.: _____ Tel.: # _____

2. **Program Activity:**

Funding Program

- Neighborhood Based Activities (NBA)
  - Commercial Corridor & Small Business Development
  - Affordable Housing Preservation (Expiring Subsidies)
  - Home CHDO Predevelopment Loans
  - Housing Counseling
  - Storefront Façade Improvements

- Other/ Type: _____

Applicant Accessibility Compliance

3. Program Services

Is your business/office location wheelchair accessible? Yes • • No • •
If not, provide address of alternate wheelchair accessible office location:

_____

Do you provide training on-site? Yes • • No • •

Do you have alternative program sites? Yes • • #_____ No • •

Number of wheelchair accessible program sites? _____

Is your training facility wheelchair accessible? Yes • • No • •

If training facility is not accessible, what alternative methods do you employ to make your program accessible to persons with mobility impairments?

_____
_____
_____
_____
_____
_____

Do you employ alterative methods for providing your services to prospective clients with vision or hearing impairments, e.g., TTY, brail, large font documents, etc? Yes • • No • •

Describe methods used to comply with accessibility requirements for your program, if your office and/or training facilities are not accessible to people with mobility impairments.

_____
_____
_____
_____
_____
_____

DEFINITION OF LAWS
(For Information Purposes ONLY)

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. It states, "No otherwise qualified individual with a disability in the United States... shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service".

The U.S. Department of Housing and Urban Development (HUD) regulations, at *24 CFR Part 8*, sets a mandate for the DC Department of Housing and Community Development (DHCD) to monitor projects funded with federal funds for compliance with various federal regulations.

DHCD requires that the accessibility requirements of Section 504 be incorporated into the design and construction of all new construction and/or rehabilitation projects funded under the 2003 Notice of Funding Availability (NOFA) and Request for Proposals (RFPs). ***The Uniform Federal Accessibility Standards (UFAS) are the appropriate standards required under Section 504.***

NON-HOUSING FACILTIIES

All of Section 504's nondiscrimination, program accessibility, and reasonable accommodation requirements that apply to housing facilities also apply to the operation of non-housing facilities and programs. New non-housing facilities must be designed and constructed to be readily accessible to and usable by persons with disabilities.

NOTE: Each applicant must sign and submit with the application the "Section 504 Certification Form" indicating the agreement to comply with the regulations, to be subject to DHCD monitoring for compliance, and to accept any applicable penalties for noncompliance. After reviewing the information in this document please review the Section 504 attachment and fill out the Certification Form

PROGRAM ACCESSIBILITY:

Under Section 504 federal fund recipients must ensure that their programs are accessible to qualified individuals with disabilities. These programs must also be provided in the most integrated setting possible. To achieve program accessibility it is not required to alter or construct new buildings, ***the program itself must be made accessible***; it is only when programmatic changes to the program are insufficient that alterations or construction to buildings must occur.

-The recipient has to make sure they make effective communication with applicants, beneficiaries, and other members of the public.

- The recipient must provide the necessary means so that those with handicaps are able to benefit from their program. This is determined by the need of the handicapped in the area of the program. Providing these auxiliary aides to the handicap must be done in a collective manner and not on a personal level where devices are individually prescribed.

- Where communication is made through telephone with the applicants and beneficiaries telecommunication devices for deaf people (TDD) must be used or a device that is just effective.

Recipients must make sure that all interested people including those with vision and hearing impairments are able to be informed about the existence and location about accessible services, activities, and facilities. However, the recipient does not have to take any action that the recipient can demonstrate would change the nature of the program or activity or if the action would cast an unnecessary financial or administrative burden but the recipient must take other means that would not result in such problems. It must be ensured to the maximum extent possible that people with handicaps get the benefits and services from the program or activity receiving HUD funding.

The instances should be undertaken by a case by case basis because the needs of those with disabilities could differ thus they would require different means to accommodate them under the existing program.

HINTS ON TO ACHIEVING 504 COMPLIANCE (PROGRAMS)

- When dealing with program accessibility make sure that all means of communication are covered in order to ensure equal chances of accessibility to those with disabilities.
- In the event of a person with a disability showing up for the goods and services being delivered make sure that they are able to participate in the activities that are being given to the public whether it is through auxiliary aides or an interpreter.
- It is not always necessary to alter your facility in order to comply with the program accessibility, one may move their program to a place that is accessible to the disabled
- When a disabled person has an assistance animal the recipient has to accommodate this individual and not attempt to make the person discard their assistant animals when receiving services from the facility

It may be possible that renovations may be required if programmatic and nonstructural changes are not possible, but look to nonstructural changes before moving to costly renovations these include:

- For the visually impaired use large letter signs; remove displays or other objects in the path of travel; allow an individual with a visual impairment to bring a guide dog into public accommodation; use talking calculators or computers; raise low-hanging signs or lights; increase frequency of existing oral announcements; make optical magnifiers available; install entrance indicators such as strips of textured material near doorways, elevators, etc.; tape texts/menus

- For those with hearing impairments provide written notices of oral announcements; encourage employees without speech impairments to speak clearly and at an audible level (without shouting) and pace (not rapid-fire) and instruct employees to repeat themselves, when necessary, in a professional manner; provide small amplifiers for telephones; purchase TDD (telecommunication devices for the deaf); improve sight lines by replacing oval tables with roundtables; improve acoustics by lowering volume of background music, but raising volume for announcements
- For those with mental/cognitive impairments use large-letter signs; use simple words or illustrations on signs; encourage employees to repeat themselves, when necessary for them to be understood, in a professional manner; color-code materials
- For those with mobility impairments remove displays or other objects in the path of travel; install paper cup dispensers at a water fountain; provide alternatives services if barrier removal is not readily achievable